

VOLUME I

CHAPTER 3

MILITARY POSTAL SERVICE INFORMATION SYSTEMS

PART I

SOURCES OF INFORMATION AND INSTRUCTIONS

300. PURPOSE. Part 1 of this chapter sets forth guidance on which sources of information shall be maintained at each type of postal activity. A brief description of the required publications is provided.

301. GENERAL. Procurement and maintenance of postal publications and related material are essential to the mission accomplishment of the MPS. All postal activities shall have access to established policies and procedures to carry out mission responsibilities.

302. PUBLICATION REQUIREMENTS FOR MILITARY POST OFFICES

1. The following USPS Publications (reference (i)) shall be maintained at MPOs:

a. Domestic Mail Manual (DMM). The primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements.

b. Administrative Support Manual (ASM). Contains the internal operations procedures for post offices. Includes retail services, mail processing, transportation, delivery services, and fleet management.

c. Postal Operations Manual (POM). Contains the internal operations procedures for post offices. Includes retail services, mail processing, transportation, delivery services, and fleet management.

d. International Mail Manual (IMM). Contains regulations, classification, and other requirements for mailing between the United States and other countries.

e. National ZIP Code and Post Office Directory, Publication 65A. Designed to assist in finding the most current ZIP Code number for any postal address in the United States and overseas Army and Air Force Post Office (APO) and Fleet Post Office (FPO).

f. Postal Bulletin (PB). A weekly USPS publication containing instructions and information relating to the Postal Service and used to announce interim changes to the DMM, ASM, POM, and IMM.

g. Publication 52 - Acceptance of Hazardous, Restricted or Perishable Matter. A reference handbook used by postal clerks to determine under what conditions hazardous, restricted, and perishable materials may be accepted for mailing.

h. Publication 4 - Importing Animal and Plant Products Through Overseas Military Post Offices. A reference guide for postal clerks for determining which products may or may not be imported into the United States.

2. In addition to the USPS publications described above, MPOS shall also maintain the following DoD publications:

a. Department of Defense Postal Manual - Volumes I and II (DoD 4525.6M):

(1) Volume I - Military Post Office Operating Procedures. Contains policies and procedures issued by the MPSA for the administration and operation of the MPS and is binding upon all personnel of the Department of Defense and other eligible members or agencies who are users of the MI%.

(2) Volume 11 - Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers. Provides instructions for delivery of mail by mailroom facilities at the unit and postal service center (PSC) level. Topics include selection and appointment of unit mailroom and mail orderly personnel, delivery and accountability procedures, security, receptacle service, postal offenses and losses, and directory service.

b. Mail Distribution Instructions and Labeling Handbook (MDILAH) (DoD 4525.6-H) (reference (j)). Prescribes procedures for the makeup, routing, distribution, and labeling of military mail to CONUS, Alaska, and Hawaii by military postal activities overseas.

c. Military Post Office Location List (MPOLL) (DoD 4525.6-L-1) (reference (k)). Provides a numerical alpha, and ship listing of MPO numbers. Information includes the corresponding geographical location and/or ship's designation. Also, an alphabetical listing of Aerial Mail Terminals (AMTs) and international exchange offices with their geographical locations and serving MPOS is provided.

d. Military Post Office Mail Distribution Scheme (MPOMDS) (DoD 4525.6-L-2) (reference (l)). Used primarily for mail directory service. It provides a numerical and alphabetical listing of authorized users of the MPS and corresponding MPO.

e. DoD Postal Supply Catalog (DoD 4525.6-C) (reference (m)). Lists all USPS supply items available to MPOS and provides guidance for requisitioning.

f. Transit Time Information System for Military Mail (TTISM). (DoD 4525.6-STD) (reference (n)). A uniform system for measuring and monitoring military mail movement.

.....
3. In addition to maintaining the publications described in 302.1 and 302.2, above, MPOS that dispatch mail direct to air carriers shall maintain the U.S. Postal Service Transportation Handbook, Series T-7 (reference (i)). It outlines USPS, air carriers, and DoD responsibilities for processing, dispatching, handling, and transporting military mail to and from the United States and between military postal activities overseas.

303. MAIL TRANSPORTATION FACILITIES PUBLICATION REQUIREMENTS

1. Postal activities that receive, distribute, transfer, and dispatch military mail, such as AMTs, Military Mail Terminals (MMTs), and Fleet Mail Centers (FMCs) shall maintain the following USPS, Department of Defense, and privately printed publications:

- a. DMM (reference (i)).
- b. POM (reference (i)).
- c. USPS Transportation Handbook, Series T-7 (reference (i)).
- d. DoD 4525.6-M, "Department of Defense Postal Manual," Volumes I and II.
- e. DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)" (reference (o)), which provides policies and procedures required to manage and control the movement of mail through the DoD transportation system. In addition, it provides detailed instructions for completion of DD Form 1384, "Transportation Control and Movement Document" (TCMD). Note: Individual office copies are not required if the local Military Service's transportation management office has copies for easy reference.
- f. DoD 4525.6-H (reference (j)).
- g. Official Airline Guide--Worldwide Edition (optional) which is a privately printed publication providing a complete listing of airline schedules for flights to and from the United States and between overseas locations. It lists alphabetically all major city and airport three-letter codes.
- h. DoD 4525.6-L-1 (reference (k)).
- i. DoD 4525.6 L-2 (reference (l)).
- j. DoD 4525.6-C (reference (m)).
- k. DoD 4525.6-STD (Reference (n)).
- l. National ZIP Code and Post Office Directory, Publication 65A (reference (i)).
- m. PBs (reference (i)).

304. PROCUREMENT PROCEDURES

1. Current DoD postal publications are available through distribution channels from Military Service publications distribution centers and shall be

procured as prescribed by each Military Service's publication distribution system.

2. USPS publications, forms and posters shall be requisitioned as prescribed in DoD 4525.6-C (reference (m)).

3. Privately printed publications (Official Airline Guide) shall be obtained through command funds or local procurement channels.

PART II

MANAGEMENT INFORMATION SYSTEM

MILITARY POSTAL SERVICE INFORMATION SYSTEMS

305. PURPOSE . This part describes the management information systems (MIS) developed to support the MPS. Component systems are defined and their uses are outlined. Policy and procedures for the collection of data and distribution of information are also established.

306. GENERAL . The MIS is designed to provide timely and useful information derived from data generated through the MPS functions of transporting mail and operating MPO's. By summarizing, comparing, and evaluating critical operational data, MPS managers will be able to develop and execute intermediate and long-term planning to enhance the efficiency and economy of their MPS functions.

307. DATA COLLECTION POLICY. Data collection requirements and procedures contained in this Manual shall be used for management of the MPS at all levels. To ensure proper commitment of resources and eliminate duplication, formal approval by MPSA is required for collection of MPS data not specifically provided for by this Manual. Existing local data collection requirements shall be reviewed and, when duplication of collection exists, the local requirement shall be eliminated. After review and appropriate elimination, local data collection programs and procedures still desired shall be submitted to MPSA for review and approval.

308. MILITARY AUTOMATED MAIL ACCOUNTING SYSTEM (MAMAS) and REPORTING REQUIREMENTS

1. MAMAS is designed to provide the volume and transportation costs of mail moving between CONUS gateway cities and overseas locations and among overseas locations. It provides the monthly totals of volume and transportation costs for mail moved by U.S. or foreign commercial air carriers, MSC, and Mac. Magnetic tapes of electronically stored billing documentation from these transporters are processed at MPSA to provide pertinent information.

2. Data Input Each month USPS, MAC, and MSC provide magnetic data tapes to MPSA that contain the daily manifest data for MPS mail movement by commercial and DoD carriers during the previous month. A computerized program then extracts data from these tapes, applies the proper rate for the transportation segment, summarizes this data for the month, and stores data for 36 months for retrieval as required.

3. MAMAS Reports. The two reports available from MPSA to MPS managers through MAMAS are:

a. Segment Listing. This report provides current transportation segments and associated rates for the overseas movement-of MPS mail. (See figure 3-1 for a sample of this report with explanatory notes.)

b. Report of Mail Volume and Cost. This report reflects the actual volumes and transportation costs of MPS mail moved over a transportation segment, or to or from a location or area for a specified period of time.

(1) An example of the standard report format is shown in figure 3-2. Those activities requiring information over a specified transportation segment shall submit their request to MPSA. An example of a specific request would be for transportation cost for military ordinary mail (MOM) dispatched on Pan American from New York, NY off-loaded in Frankfurt, Germany, for transfer to Lufthansa Airlines and onward movement to Munich (its final destination) during May 1980. An example of a general request would be for volume and cost of all mail moved to Okinawa, Japan, from all locations by all carriers during fiscal year (FY) 1980.

(2) Although there are limits to the capabilities of this report, the combinations available should accommodate most management information requirements.

309. TRANSIT TIME INFORMATION SYSTEM FOR MILITARY MAIL (TTISMM). This centrally operated uniform system for measuring and monitoring military mail movement is implemented by DoD 4525.6-STD (reference (n)). The system replaced all other transit time studies. Intracommand local transit time studies may be conducted without review and concurrence by MPSA. Information from the system is based on data collected by field postal units and sent to MPSA for processing. The information provided by field activities shall include inbound, retrograde, and surface statistics. This information on sack, pouch, letter, and parcel transit times shall be compared against benchmark standards to detect unacceptable service and identify and correct problem areas. TTISMM information shall be provided to various postal command levels for analysis and use by MPS managers. It shall also give customers accurate indications of transit times to and from their overseas location.

310. POSTAL ACTIVITY REPORTING SYSTEM (PARS) AND INFORMATION REQUIREMENTS

1. PURPOSE. PARS was designed to collect and report standard operational data generated at MPS activities. It now also includes MPOS operated by non-DoD personnel, (i.e., embassy and consulate MPO operations). Reporting is quarterly. Additionally, annual reporting of population served and postal manning is required for management information purposes. This data is used by MPSA for responding to congressional and other official inquiries, extended reports to HQ USPS and the U.S. Department of Commerce, and for operational and contingency planning. PARS data is also used by commanders and supervisors in day-to-day management of the MPS. This report is authorized by DoD Report Control Symbol DD-P&L(Q) 1599. It is the responsibility of the parent MACOM to ensure proper and timely reporting by subordinate units.

2. SCOPE OF REPORTING. Each operational MPO/MAO must report by letter, the information outlined in this chapter. Messages are allowed, with prior MPSA approval. The PARS codes below determine frequency and type of report.

a. PARS-CODE (P) represents operational MPOS and those MAOS which provide financial services; it requires a report each quarter. For consistency, a parent MPO must not include data in its reports when subordinate MPOs/MAOs conduct finance operations, have separate APO/FPO numbers, and serve a distinct population. Since PARS finance data is tied directly with the correlation

values in Postal Claims and Losses reports, this data must be reported separately by MPOS and MAOS that operate like normal MPOS. It does not apply to MAOS which are used simply as a routing indicator (to achieve a breakdown by USPS) to ease local sorting requirements.

b. PARS-CODE (D) represents any postal headquarters (groups, squadrons, detachments , etc), AMTs, and FMCS , which provide no financial services; it requires a report on an annual basis only.

c. PARS-CODE (C) is assigned to postal headquarters at which postal functions are assigned as a collateral duty and requires no report (examples are FORSCOM, WESTCOM, EUCOM, PACOM, CINCLANT, etc). MACOM Postal management headquarters (such as USAPGE, CINCUSNAVEUR, 4400/4401/6005/7025 AIRPS, POSTAL GROUPS, Air Force postal detachments, FMFLANT, FMFPAC, COMNAVLOGPAC) however, do report under PARS Code D.

3. REPORTING PROCEDURES. PARS reports will be submitted to MPSA-OP, through your MACOM, by letter , unless MPSA specifically approves a request for letter or message directly to MPSA. Reports must reach MPSA by the-30th of the month following the end of the quarter. When a unit-level activity detects an error after transmitting a report, that unit will submit a corrected report. When a MACOM or consolidating headquarters detects an error in a subordinate's report, it may direct the unit to submit a corrected report or the MACOM may submit the corrected report for the subordinate unit. Follow "Corrected Message Format" figure 3-3.

4. PREPARATION OF PARS REPORT. It is imperative that you use each line of the letter format even though you may not have any data to report for that particular line; i.e. if a postal unit sold no money orders for the quarter, do not eliminate that line of the letter. Simply enter MONEY ORDERS SOLD: 0 VALUE: 0. If a line of a letter is deleted or left blank, our plans for optical scanning won't work. Further, we have no way of determining whether data should or should not be reported, other than to send a message requesting clarification. This takes time and delays both the PARS report and other reports which are compiled from the PARS data. If requirements for a particular report are lines 1 thru 11 (first three quarters), complete all 11 lines. If they are lines 1 thru 22; (Annual Report), "complete all 22 lines. All" required lines must have some entry, even if that entry is 0.

5. Line-by-line descriptions for contents of letter and message formats for both the Quarterly Report (Ott-Nov-Dee; Jan-Feb-Mar; and Apr-May-Jun), and for the Annual Report (Jul-Aug-Sep) are contained in figure 3-4 (Quarterly Report-letter format), figure 3-5 (Annual Report--letter format), figure 3-6 (Quarterly Report--messsge format) , and figure 3-7 (Annual Report--message format) . Paragraph numbers refer to the exact paragraph entry in the report.

6. Letter formats, figures 3-4 and 3-5, may be reproduced locally. Form letters may be completed using pen, pencil, (PRINT LEGIBLY) or typewriter. Mail original to the headquarters designated for review and consolidation and keep a carbon copy for MPO files. Once review and consolidation are completed by the headquarters mail reports to the address below.

Headquarters,
Military Postal Service Agency
ATTN : MPSA-OP
Alexandria, VA 22331-0006

①

Military Automated Mail
Accounting System (MAMAS)
Listing of Segments

②

Area Code (1)

③

④

⑤

⑥

⑦

⑧

⑨

⑩

⑪

⑫

SVC	ORIG	DISP	OFFL	DEST	TYPE MAIL	CARRIER TYPE NAME	POUND RATE	RATE CODE	RATE 1 DATE
1	NYC	NYC	GUA	GUA	2	1 PLA		2	
1	NYC	NYC	GUA	GUA	3	1 PLA		3	

- 1 System and report title.
- 2 Area Code: 1 = U.S. to Atlantic
2 = Atlantic to U.S.
3 = Atlantic to Atlantic
4 = Atlantic to Pacific
5 = U.S. to Pacific
6 = Pacific to U.S.
7 = Pacific to Pacific
8 = Pacific to Atlantic
- 3 Service Code: 1 = Army/Air Force
2 = Navy/Marine Corps
- 4 Origin - Three character code representing the location where mail is initially manifested.
- 5 Dispatch - Three character code representing the location where mail was received by carrier. Dispatch is often the same as origin, however, it may differ as the following example demonstrates:
- | ORIG | DISP | OFFL | DEST |
|------|------|------|------|
| NYC | NYC | ERA | BER |
| NYC | FRA | BER | BER |
- 6 Offload - Three character code representing the location where the mail is removed from carrier. It may differ from destination, see example at 5. When dispatch and offload differ from origin and destination respectively, it means more than one carrier was used to move the mail from its origin to its destination.
- 7 Destination - Three characters code representing location where mail arrives prior to final delivery by USPS or MPS.
- 8 Type Mail: 1 = First-class and priority mail
2 = Military Ordinary Mail (MOM)
3 = Space Available Mail (SAM)
Parcel Airlift (PAL)
4 = Surface Mail
- 9 Carrier: Type - 1 = U.S. commercial
2 = Military Airlift Cmd (MAC)
3 = Military Sealift Cmd (MSC)
4 = Foreign commercial
- 10 Pound Rate - Cost in U.S. dollars (0.0000) per pound to move mail as specified in segment.
- 11 Rate Code: 1 = First-class and priority mail moved on U.S. commercial carrier
2 = MOM moved on U.S. commercial
3 = SAM moved on U.S. commercial
4 = (not assigned)
5 = LC moved on foreign commercial
6 = CP moved on foreign commercial
7 = Mail moved by MAC
8 = Mail moved by MSC
- 12 Rate 1 Date - The month and year (MMYY) the pound rate became effective.

In this example mail was initially manifested and dispatched from New York to Frankfurt where it was offloaded and then dispatched to Berlin, its final destination.

Name - Three character code representing the particular U.S. or foreign commercial carrier. Codes for carrier names are contained in USPS T-9 Handbook.

Figure 3-1. Sample of Segment Listing Report.

<div>①</div> <div>Military Automated Mail Accounting System</div> <div>Report of Mail Volume and Costs for APO Service from USA to Atlantic Transported by PAA Carrier for Air Rate Type</div> <div>Route : Origin Dispatch Offload Destination Carrier</div> <div> NYC FRA FRA PAA</div>											
②	③	④	⑤		⑥		⑦		⑧		
Summary	Month/	AIR	MOM		SAM		SUR				
Item	Year	Volume	cost	Volume	cost	Volume	cost	Volume	cost	Volume	cost
APO	1078	265278	196756.60							265278	196756.60
APO	117.8	547200	405858.24							547200	405858.24
APO	1278	260783	193422.75							260783	193422.75
APO	0179	317280	217.400.26							317280	217400.26
APO	0279	546141	374215.81							546141	374215.81
APO	0379	243734	167006.54							243734	167006.54
APO	0479	264495	193333.85							264495	193333.85
APO	0579	234520	160643.10							234520	160593.10
APO	0679	233600	160062.72							233600	160062.72
APO	0779	202160	160826.87							202160	160826.87
APO	0879	292325	233596.91							292325	233596.91
APO	0979	271462	216925.28							271462	216925.28
⑨											
TOTAL	79	3657317	2653771.71							3657317	2653771.71
⑩											
GRAND TOTAL											
TOTAL	79	3657317	2653771.71							3657317	2653771.71
<div>1 Use explanations and codes provided at figure 3-1 to define elements of narrative title.</div> <div>2 The example report above is so specific that Summary Item is a duplication of design. When a report contains multiple listings of data. Summary Item is used to vertically sequence them as required by the user. Summarization can be done service, area, origin, dispatch, offload, destination, carrier or rate. As a narrative title</div> <div>3 All 12 months of the fiscal year will always appear. If only one month is required, data will only appear for that month. Reports can be made by month or fiscal year only.</div> <div>4 The volume in pounds and cost in dollars of First-class and Priority mail moved per the narrative title.</div> <div>5 Same as 4 above except for Military Ordinary Mail (MOM) moved.</div> <div>6 Same as 4 above except for Space Available Mail (SAM) and Parcel Airlift Mail (PAL) moved.</div> <div>7 Same as 4 above except for surface mail moved by Military Sealift Command (LISC).</div> <div>8 Horizontal total of data for corresponding period.</div> <div>9 Vertical total of data for corresponding type mail.</div> <div>10 Vertical total of all data listings in one report.</div>											

Figure 3-2. Sample of Mail Volume and Cost Report.

CORRECTED PARS REPORT--MESSAGE FORMAT

FROM LINE: Enter your message or unit address.

TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEX VA//MPSA-OP/

INFO LINE: Enter your MACOM' s message address (i. e CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.).

CLASSIFICATION OF MESSAGE : UNCLASSIFIED

SUBJECT LINE : PARS CORRECTED REPORT

1. ALPHA- ID: (Enter Alpha- ID of unit making error. Always include this line in corrected reports) .

3. STAMP SALES : 350 vice 340.

20. ENLISTED ASGD: 23 Vice 21.

NOTE : The numbers in the format are to correspond with the numbers of the line of the letter or message format which is being corrected. Ensure the first line (ALPHA-ID) is included on each correction message; other lines are as required to correct errors. Send all report corrections by message.

Figure 3-3 Corrected PARS Report--Message Format

QUARTERLY REPORT , LETTER FORMAT

(December, March, and June)

(1) ALPHA-ID: A three letter alpha code which MPSA issues to each MPO/MAO when established. If you are not sure of your Alpha-ID, check with your MACOM.

(2) AS-OF-DATE: Is the last day of the quarter in which you are reporting regardless of your last business day. Examples of your four "AS-OF-DATES" with varying year date are listed below. Except for the year, these dates will not change (i.e. 4th Qtr. 1987 as of date is 870930, 4th Qtr. 1988 as of date will be 880930). Your "AS-OF-DATE" must be entered in year, month, day sequence (870331) not 31MAR87, MAR 31 87, or 310387; also, NO SPACING BETWEEN NUMBERS (i.e. no 87 03 31, 87-03-31, or 87/03/31). The last day of business does not determine the "AS-OF-DATE", the last day of the quarter will determine that (i.e. if your last day of business is 870328 your "AS-OF-DATE" will still be entered as 870331).

1ST QUARTER ----- 871231
(Oct,Nov,Dec--ending 31Dec87)

2ND QUARTER ----- 860331"
(Jan,Feb,Mar--ending 31Mar86)

3RD QUARTER ----- 890630
(Apr,May,Jun--ending 30Jun89)

4TH QUARTER ----- 930930
(Jul,Aug,Sep--ending 30Sep93)

Figure 3-4 Quarterly PARS Report--Letter Format

(3) MONEY ORDERS SOLD: _____ VALUE : Use this line to report the total number of money orders you sold and the total dollar value, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR. For example, M.O. sold were 565, actual dollar value was \$198,546.56 your entry would be MONEY ORDERS SOLD: 565 VALUE: 198547. Notice that the entry has NO LEADING ZEROES (0006 for 6), NO DOLLAR SIGNS (\$), NO DECIMALS (.), and NO COMMAS (,). The computer format requires a certain number of alpha or numeric characters. It will accept none of those symbols, also N/A cannot be used to indicate "none" use a numerical zero.

(4) MONEY ORDERS CASHED: _____ VALUE : This line follows the same format as line 3, except it covers the total money orders cashed and the total dollar value, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR, for the quarter. For example, if you cashed 3 M.O.s, with an actual dollar value of \$2000.09, then your entry would be MONEY ORDERS CASHED: 3 VALUE: 2000.

(5) VALUE STAMP SALES: Use this line to report the total stamp sales by each MPO and its units (to include MAOS and their units), regardless whether or not the COPE is at a different MPO number.

A. Consider the following possible factors:

(1) Do not double count figures (i.e., do not count COPE sales to an MPO reporting on its own).

(2) If a COPE does not sell to other MPOs/MAOs who report separately, they can merely report the total sales to clerks and local units.

Figure 3-4 (Continued)

(3) Do not report fixed or flex credit amounts, report stamp sales only.

(4) Include COPE sales directly to any local activities such as banks, credit unions, clubs, and stamp vending machines.

B. ROUND OFF ALL DOLLAR AMOUNTS TO THE NEAREST WHOLE DOLLAR. For example, stamp sales were \$62,000.51 your entry would be VALUE STAMP SALES: 62001. This entry also applies to non-DoD postal operations, such as embassies and consulates, even if they obtain their stamps from co-op funds or any other source than USPS fixed credits from a postmaster. For any stamp sales in this category (mostly embassies not staffed by full time military personnel), enter an X immediately after each dollar amount (SALES: 3200X). Remember the X is only for non-USPS fixed credits stamp sales.

C. The main purpose of this type of reporting is to merge with claims data USPS maintains and statistical correlation to point out "high" and "low" activities in relationship to their claims volume. USPS maintains their data by zip to/from, not by COPE location, since they can be different.

(6) NUMBER POSTAGE METERS: _____ SALES : Use this line to report the actual number of USPS postage meters assigned and operated by your post office workers, whether you are currently using the meters or not. It is also for the dollar amount of meter sales, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR (i.e. if your post office has no postage meters your entry would be NUMBER POSTAGE METERS: 0 SALES: 0).

(7) NUMBER CONTRACT METERS: _____ SALES : Use this line to report the total number of contract or company-owned meters on which your post office sets postage (normally at exchange mail order warehouses, banks, credit unions, etc.) and the dollar amount of sales from those meters, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR.

(8) NUMBER OFFICIAL METERS : _____ SALES : Use this line to report the total number of DoD meters (for official postage) that your post office resets, and the dollar amount of sales from those meters, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR .

(9) NUMBER REGISTERED PIECES ACCEPTED: Use this line to report the total pieces of mail your post office accepts for registration (i.e. accepted via PS Form 3877, Firm Registration Book or PS Form 3806, Receipt For Registered Mail).

(10) NUMBERED INSURED PIECES ACCEPTED: Use this line to report the total number-of-numbered insured articles your post office accepts on PS Form 3813P, Domestic and International Insured Receipt.

(11) UNNUMBERED INSURED PIECES ACCEPTED: Use this line to report the total quantity of unnumbered insured articles your post office accepts on PS Form 3813, Insured Mail Receipt.

Figure 3-4 (Continued)

QUARTERLY PARS REPORT

(1 Jan to 31 Mar; 1 Apr to 30 Jun; and 1 Oct to 31 Dec; not for 1 Jul to 30 Sep)

FROM :

TO: EXECUTIVE DIRECTOR ,. MILITARY POSTAL SERVICE AGENCY, ATTN : MPSA-OP ,
ALEXANDRIA , VA 22331-0006

THRU :

SUBJECT : POSTAL ACTIVITY REPORTING SYSTEM (PARS)

1. ALPHA- ID:	_____	
2. AS-OF-DATE :	_____	
3. MONEY ORDERS SOLD :	_____	VALUE : _____
4. MONEY ORDER CASHED :	_____	VALUE : _____
5. VALUE STAMP SALES :	_____	
6. NUMBER POSTAGE METERS :	_____	SALES : _____
7. NUMBER CONTRACT METERS :	_____	SALES : _____
8. NUMBER OFFICIAL METERS :	_____	SALES : _____
9. NUMBER REGISTERED PIECES ACCEPTED :	_____	
10. NUMBERED INSURED PIECES ACCEPTED :	_____	
11. UNNUMBERED INSURED PIECES ACCEPTED :	_____	

COPE SIGNATURE

THIS FORM MAY BE REPRODUCED AND COMPLETED USING PEN, PENCIL, OR TYPEWRITTEN
MAIL ORIGINAL TO YOUR MACOM OR POSTAL HEADQUARTERS, FOR REVIEW AND CONSOLIDA-
TION FOR MAILING TO MPSA. KEEP A COPY FOR MPO FILES.

REPORTING UNITS ARE AUTHORIZED TO ADD ADDITIONAL LINES AFTER LINE 11 TO REPORT
DATA FOR MACOM USE ONLY, IF SO DIRECTED BY THEIR MACOM .

Figure 3-4 (Continued)

ANNUAL REPORT , LETTER FORMAT
(September)

The fourth quarter report will follow the format as shown in figure 3-5 for lines 1 thru 11, adding an additional 11 lines (lines 12 thru 22) to report population served and post office manning levels.

(12) MILITARY SPONSORS: _____ DEPENDENTS: Use the first blank to report the total number of active duty military your post office serves on a regular basis, in excess of 60 days, regardless of their branch of service. Although it may be difficult to capture data on those personnel on long term TAD/TDY (over 60 days, but not PCS), try to be as accurate as possible remembering the criteria is mail delivery to them, and never their appearance at a window for stamps, parcels, or other services. Use the second blank to report the total number of dependents of military sponsors.

(13) DoD CIVILIAN SPONSORS: _____ DEPENDENTS: Use the first blank to report the total number of DoD Civilian sponsors your post office serves on a regular basis, in excess of 60 days. Try to eliminate double reporting if a civilian employee (DoD school teacher, for example) has MPO privileges by virtue of also being a dependent. In this example, count on line 12, not here on line 13. Use the second blank to report the total number of dependents of DoD Civilian sponsors.

(14) U.S. CONTRACTORS: _____ DEPENDENTS: Use the first blank to report the total number of U.S. contractor sponsors your post office serves on a regular basis, in excess of 60 days. Use the second blank to report the total number of dependents of U.S. contractor sponsors.

(15) STATE DEPARTMENT: _____ DEPENDENTS: Use the first blank to report the total number of State Department sponsors your post office serves on a regular basis, in excess of 60 days. Use the second blank to report the total number of dependents of State Department sponsors.

(16) OTHER U.S. GOVERNMENT EMPLOYEES: _____ DEPENDENTS: Use the first blank to report the total number of other U.S. Government employee sponsors your post office serves on a regular basis, in excess of 60 days, (i.e. Drug Enforcement Agency personnel, Treasury agents, U.S. Customs agents, Department of Agriculture, etc.). Use the second blank to report the total number of dependents of U.S. Government employee sponsors.

(17) RETIREES: _____ DEPENDENTS: Use the first blank to report the total number of retirees your post office serves on a regular basis. A retiree could have privileges by virtue of both retirement and employment as a DoD civilian. In this case count under DoD civilian sponsor category (line 13), and do not recount here. Include surviving widows/widowers in this category. Use the second blank to report the total number of dependents of retired personnel.

Figure 3-5 (Continued)

(18) INTRANSIT PERSONNEL: Use this line to report the total number of personnel your post office serves for a period not to exceed 60 days, (i.e. TDY/TAD, LEAVE, FLEET VISITS, etc.). It is for mail receipt only, not for mailings at a window by TAD/TDY/on-leave personnel.

(19) OFFICERS AUTH: _____ ASGD : Use this line to report the total number of officers authorized and assigned, who actually work in the post office, based on your official manpower authorization document.

(20) ENLISTED AUTH: _____ ASGD : Use this line to report the above information for enlisted personnel.

(21) U.S. CIVILIANS AUTH: _____ ASGD : Use this line to report the above information for U.S. civilian employees.

(22) FOREIGN AUTH: _____ ASGD : Use this line to report the above information for foreign/local national employees.

NOTE : The 4th Quarter and Annual report is a combined report. It is not necessary to submit 2 separate reports. Lines 1 thru 11 of the report will include only the actual business information for the 4th quarter, not the cumulative business conducted for the 1st, 2nd, 3rd, and 4th quarters. Lines 12 thru 22 will include information which is representative of any given day or days in September.

Figure 3-5 (Continued)

ANNUAL PARS REPORT

(1 Jul to 30 Sep Report only)

FROM :

TO: EXECUTIVE DIRECTOR, MILITARY POSTAL SERVICE AGENCY , ATTN : MPSA-OP ,
ALEXANDRIA , VA 22331-0006

THRU :

SUBJECT : POSTAL ACTIVITY REPORTING SYSTEM (PARS)

1. ALPAH-ID:		
2. AS-OF-DATE :		
3. MONEY ORDERS SOLD :	VALUE :	
4. MONEY ORDER CASHED :	VALUE :	
5. VALUE STAMP SALES :		
6. NUMBER POSTAGE METERS :	SALES :	
7. NUMBER CONTRACT METERS :	SALES :	
8. NUMBER OFFICIAL METERS :	SALES :	
9. NUMBER REGISTERED PIECES ACCEPTED :		
10. NUMBERED INSURED PIECES ACCEPTED :		
11. UNNUMBERED INSURED PIECES ACCEPTED :		
12. MILITARY SPONSORS :	DEPENDENTS :	
13. DOD CIVILIAN SPONSORS :	DEPENDENTS :	
14. U.S. CONTRACTORS :	DEPENDENTS :	
15. STATE DEPARTMENT :	DEPENDENTS :	
16. OTHER U.S. GOVERNMENT EMPLOYEES :	DEPENDENTS :	
17. RETIREES :	DEPENDENTS :	
18. INTRANSIT PERSONNEL:		
19. OFFICERS AUTHORIZED :	ASSIGNED:	
20. ENLISTED AUTHORIZED :	ASSIGNED:	
21. U.S. CIVILIANS AUTHORIZED :	ASSIGNED :	
22. FOREIGN AUTHORIZED :	ASSIGNED :	

COPE SIGNATURE

THIS FORM MAY BE REPRODUCED AND COMPLETED USING PEN, PENCIL, OR TYPEWRITTEN
MAIL ORIGINAL TO YOUR MACOM OR POSTAL HEADQUARTERS, FOR REVIEW AND CONSOLIDATION
FOR MAILING TO MPSA . KEEP A COPY FOR MPO FILES.

REPORTING UNITS ARE AUTHORIZED TO ADD ADDITIONAL LINES AFTER LINE 22 TO REPORT
DATA FOR MACOM USE ONLY, IF SO DIRECTED BY THEIR MACOM .

Figure 3-5 (Continued)

QUARTERLY REPORT, MESSAGE FORMAT (prior MPSA approval only)

If the electronic message format is to be used, type, "TT" in the "LMF" block of the message form. If message centers cannot transmit via this mode, leave the "LMF" block blank. MACOMS or postal headquarters will be an info addressee on all reports. The top part of the message is as follows:

- (1) FROM LINE: Enter your message or unit address.
- (2) TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEXVA//MPSA-OP//
- (3) INFO LINE: Enter your MACOM'S message address (i.e. CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.)
- (4) CLASSIFICATION OF MESSAGE: Unclassified.
- (5) SUBJECT: PARS
- (6) TEXT : Follow the instructions for letter format figure 3-4.

Figure 3-6 Quarterly PARS Report-Message Format

ANNUAL REPORT, MESSAGE FORMAT (prior MPSA approval only)

If the electronic message format is to be used type, "TT" in the "LMF" block of the message form. If message centers cannot transmit via this mode, leave the "LMF" block blank. MACOMs or postal headquarters will be an info addressee on all reports. The top part of the message is as follows:

- (1) FROM LINE: Enter your message or unit address.
- (2) TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEX VA//MPSA-OP//
- (3) INFO LINE: Enter your MACOM's message address (i.e. CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.)
- (4) CLASSIFICATION OF MESSAGE: Unclassified.
- (5) SUBJECT: PARS
- (6) TEXT: Follow the instructions for letter format

Figure 3-7 Annual PARS Report-Message Format

JOINT MESSAGEFORM										SECURITY CLASSIFICATION UNCLASSIFIED							
PAGE		DTG/RELEASER TIME				PRECEDENCE		CUSS		SPECAT		LMF		CIC		ORIG/MSG IDENT	
1 of 02		DATE-TIME		MONTH YR		ACT INFO		UUUU						TT OR		LEAVE BLANK	
		Z				RR		K									
BOOK		MESSAGE HANDLING INSTRUCTIONS															
<p>FROM: YOUR MESSAGE ADDRESS</p> <p>TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-0P//</p> <p>INFO YOUR POSTAL HEADQUARTERS/MACOM MESSAGE ADDRESS</p> <p>NCLAS</p> <p>UBJ: PARS</p> <p>1. ALPHA-ID: YOUR ALPHA-ID ONLY</p> <p>2. AS OF DATE: LAST DATE OF THE QUARTER IN WHICH YOU ARE REPORTING</p> <p>3. M.O. SO: VAL:</p> <p>4. M.O. CA: VAL:</p> <p>5. VAL STA SA:</p> <p>6. NUM POS MET: SA:</p> <p>7. NUM CON MET: SA:</p> <p>8. NUM OFF MET:</p> <p>9. NUM REG ACC:</p> <p>10. NUM INS ACC:</p> <p>11. UNNUM INS ACC:</p> <p>12. MIL SPON: DEP:</p> <p>13. DOD CIV: DEP:</p> <p>14. US CON: DEP:</p> <p>15. STA DEPT: DEP:</p>																	
DISTR:-																	
AFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE										SPECIAL INSTRUCTIONS							
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE																	
SIGNATURE																	
										SECURITY CLASSIFICATION UNCLASSIFIED				DATE TIME GROUP			

DD FORM 1312 (OCT 79)
1 MAR 79

PREVIOUS EDITION IS OBSOLETE.
Figure 3-7

6
5
4
3
2
1
0

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE-TIME	MONTH	YR	ACT	INFO					
12 of 02	Z			RR	R	UUUU			TT OR	LEAVE BLANK
OK	MESSAGE HANDLING INSTRUCTIONS									
<p>1. OT USG: DEP:</p> <p>2. RET: DEP:</p> <p>3. INTRANSIT :</p> <p>4. OFF AUTH: ASGD:</p> <p>5. ENL AUTH: ASGD:</p> <p>6. US CIV AUTH: ASGD :</p> <p>7. FOR AUTH: ASGD:</p> <p>NOTE : MACOMS MAY DIRECT THEIR UNITS TO ADD SPECIFIC DATA FOR MACOM USE, BY ADDING ADDITIONAL LINES 23, 24, 25, ETC.</p>										
ISTR:										
RAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
R E M O V E	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
	SIGNATURE					SECURITY CLASSIFICATION UNCLASSIFIED		OATS TIME GRouP		

DD FORM 1 MAR 79 V 1/32 (OCR)

PREVIOUS EDITION IS OBSOLETE.

Figure 3-7 { Continued >